

**THE CLASSICAL ACADEMY**  
*Excellence with Honor*



**Cottage School Program**  
**(GRADES K-6)**

**PARENT-STUDENT**  
**HANDBOOK**

**2022-2023**

Located at TCA East Campus  
12201 Cross Peak View  
Colorado Springs, CO 80921  
(719) 487-2000

**[Click here to be taken to new TCA website!](#)**

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*The administration and TCA Board of Directors reserve the right to modify this Handbook, as necessary, to promote the safe and efficient operation of TCA. Questions concerning this Handbook may be referred to the school office.*

## Our Mission

*The Classical Academy exists to assist parents in their mission to develop exemplary citizens, equipped with analytical thinking skills, virtuous character, and a passion for learning, all built upon a solid foundation of knowledge.*



## A Titan's Creed

Titans recognize and endeavor to pursue truth, beauty and goodness.  
Titans celebrate virtue in scholarship, relationship and citizenship.  
Titans take ownership of and find joy in learning.  
Titans value our responsibilities above our rights.  
Titans love, respect and protect one another.  
Striving to be our best, do our best, and give our best to the world, in  
Mind, body and spirit.  
We are titans!

## Website

[Cottage School Program Website](#)

## Core Values

We believe that all human beings deserve dignity and respect.

We believe in the self-evident truths as found in the Declaration of Independence, "...that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness."

We believe that all students should be educated in a way that equips them to be exemplary citizens.

We believe that parents are ultimately responsible for the education of their children.

The complete Core Values document can be found [here](#).

## About this Handbook

This handbook provides information on parent and student rights and responsibilities at TCA. It also contains policies and procedures intended to promote the safe and effective operation of the Cottage School Program (CSP) as we, as a team of parents, students, and staff, pursue *Excellence with Honor*. Parents, students, and staff should read the entire handbook. Questions may be referred to the CSP office. The administration and TCA Board of Directors reserve the right to modify this handbook, as necessary, to promote the safe and efficient operation of the Cottage School Program.

## The Cottage School Program Philosophy and Goals

### Academic Program

TCA's Cottage School Program is designed to help home school parents provide their K-6 children a part-time academic program in Language Arts and specials (Physical Education, Art, and Music) to educate and equip all students academically, ethically, socially, and physically as exemplary young citizens through the classical approach.

### Classical Education

Each school at TCA teaches students in a developmental, classical environment. In the lower grades, students use drill and practice to master the fundamental "grammar" for each subject. During the middle years, students are encouraged to expand their thinking and logic skills. Finally, in the high school years, students are expected to be able to formulate original, well-founded, and logically cohesive concepts and to be able to express them in an articulate manner. While the classical approach is rigorous, learning must also continue to be an enjoyable activity for students, with the use of observation, narrative, and hands-on involvement in their learning.

### Enrollment Goal

The Cottage School Program enrolls a student body large enough to allow for a comprehensive academic program, yet small enough to provide for personal attention to each student. Class sizes do not exceed 22 students (18 for kindergarten).

### Co-curricular Activities

The Cottage School Program offers opportunities to enhance the curriculum allowing students to explore a variety of interests and callings in developing leadership and character.

## **Facilities**

The Cottage School Program desires to acquire and maintain attractive, functional educational facilities, uniquely designed and equipped to provide an environment conducive to learning and growth that accommodates the enrollment goal.

## **Parental/Community Involvement**

The Cottage School Program strives to provide maximum opportunities for parental involvement at all grade levels and to utilize all community resource opportunities that are available.

## **Public Relations**

The Cottage School Program tries to establish and maintain a positive image of TCA through communications and associations among our constituency and the community.

## **Character**

The Cottage School Program provides all students the opportunities to hear and respond to the standards of virtuous character and to apply those standards.

## **Staff**

The Cottage School Program employs staff who are mature, academically prepared, and professionally skilled, and who are ethical role models, who demonstrate care for students, and who build positive relationships. Role modeling, as well as values imparted as a result of classroom interaction, has a significant effect on students. Students learn by the way we live, not just by what we say. Walking what we talk is critical to the mission of TCA.

## **Discipline**

A well-defined structure of discipline is imperative to the development of students. Discipline, tempered with care and kindness, will produce freedom and encourage virtuous character in our students. The administration's goal is to provide a positive learning environment in which students can grow and experience success academically, physically, and in their character development. The administration will partner with CSP parents in the development of exemplary citizens by encouraging healthy decision-making by our students. Students who violate our TCA policies and procedures will be appropriately disciplined in the hope that virtuous character will be modeled and instilled. Parents are encouraged to support our disciplinary program and discuss any discipline issues with the administration.

*The following overviews are placed at the beginning of the handbook to assist families with some basic information on uniform guidelines and homework. Please refer to the complete section included later in the handbook to understand the content in its entirety.*

# **Handbook Overview**

## **Uniform Overview**

Elementary students may purchase items from any vendor, as long as they are substantially the same in style, color, and fabric as the TCA standard. Sample approved items are available so that families can compare purchased items with approved items for any noticeable differences before purchase tags are removed. If there are noticeable differences, the item may not be allowed. The TCA CSP Elementary staff, with support of the TCA Board, reserve the right at their discretion to deny any item that is noticeably different in style, color, or fabric. All items should reflect the same modesty as the approved items. Students wearing noticeably different items will be subject to the consequences outlined in the student handbook. Items not covered above but considered inappropriate, dangerous,

or a distraction from the learning environment are subject to review and prohibition by the administration. For specific and detailed uniform information, please review the appropriate handbook section.

### Homework Overview

The guidelines are based upon an average student on an average week. The guidelines also assume each student uses her/his in-class and in-school study time wisely. Some weeks may have less homework while other weeks may entail more for special assignments. For specific and detailed homework information, please review the appropriate handbook section.

	K-2	3-6
<b>Average Weekly Load</b>	1-2 hr.	2-3 hr.

### Student Rights and Responsibilities Overview\*

<p>All students at TCA have the following rights:</p> <ul style="list-style-type: none"> <li>• Right to Seek Change</li> <li>• Right to Be Free from Discrimination</li> <li>• Right to Free Expression</li> <li>• Right to Free Association</li> <li>• Right to Peaceful Assembly</li> <li>• Right to Individual Dignity</li> <li>• Right to be Free from Sexual Harassment</li> <li>• Right Not to Be Bullied</li> <li>• Rights Relating to Search and Seizure</li> <li>• Right to Privacy of Your Student Records</li> </ul>	<p>All students share the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Student Responsibility to Respect Property</li> <li>• Student Responsibility to Keep Your School Free of Weapons</li> <li>• Student Responsibility to Keep Your School Drug and Alcohol Free</li> <li>• Student Responsibility to Keep Your School Tobacco Free</li> </ul>
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\*For specific and detailed information about rights, responsibilities and conduct expectations, please review the appropriate handbook section.

# Campus Information

### Cottage School Program

12201 Cross Peak View  
 Colorado Springs, CO  
 80921  
 719-487-2000

### School Hours

<b>EAST ELEMENTARY</b>
<b>OFFICE HOURS</b> 7:30 AM to 4:00 PM
<b>SCHOOL HOURS for CSP</b> <b>All day classes, grades 1-6</b> 8:15 AM to 3:30 PM <b>AM Kindergarten</b> 8:15 AM to 11:30 AM
<b>LATE START SCHEDULE for CSP</b> <b>All day classes</b> 10:15 AM to 3:30 PM <b>Kindergarten</b> AM class—10:15-12:30

## **Student Drop-Off/Pick-Up**

Prior permission from the administration is required before students may be dropped off earlier than a half hour before start times for grades 1-6, unless they are involved in a before-school activity under the supervision of a staff member. There are no provisions for kindergarten students earlier than a half hour before school starts. Classrooms are opened ten minutes prior to start times. Students are expected to leave immediately after school unless they are involved in an after-school activity under the supervision of a staff member. No supervision is provided later than a half hour after dismissal times. Prompt pick up by parents is necessary and expected to ensure safety.

- **Emergency Contact**

At TCA, anyone listed as an emergency contact in Infinite Campus is approved to pick-up a student after school (carpool) and may be contacted in an emergency if a parent/guardian cannot be reached and the student must be picked up from school.

## **Transportation**

Transportation of students to and from school is a parent responsibility. Most parents carpool or bring their students to campus in the morning and pick them up in the afternoon. Consider carpooling with other CSP families.

## **Closed Campus**

All TCA elementary schools operate under a closed campus policy. Students must stay on the school grounds from the time they arrive at school until dismissal or until they are signed out by a parent or guardian. Sign-outs will be done in the school office. If a student arrives at school after the start time, a parent must sign the student in at the office and receive a late pass to go to class.

Students who must leave school during the day due to illness or an appointment must check out through the office. The office should be informed through a note or telephone call from a parent on or before the day of an appointment. In order to maintain a safe environment, parents must come to the office to sign out their student. When a student returns after an appointment, he/she should sign back in at the office.

## **Visitors**

Parents are always welcome to visit the school. Visitation by other students, including friends and relatives, is not permitted without prior permission. Students must be accompanied by a parent. After having a driver's license scanned at the security kiosk, a visitor pass will be issued to any parent or approved visitor.

Kiosk hours of operation:                    **M-TH 7:30 – 3:30    F 8:00 – 3:30**

## **Child Custody**

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If any parent has a court order that limits the rights of the other parent in matters such as custody, records access, or visitation, please bring a copy of the order to the office. Unless such a court order is on file with TCA, the school must provide equal rights to both parents ([ASD20 Policy KBBA](#)).

## **Weather Delays and Closures**

For Weather Delays/Closures, CSP will follow Academy School District 20 closure status. When ASD20 administration cancels or delays the start of school due to inclement weather, several radio/TV stations will be contacted to broadcast the closure or delay. TCA uses the Blackboard Connect™ service to notify the TCA community in cases of school or district emergencies, and this service is also used to keep our campus and community more informed. CSP will use only the email or text feature of Blackboard Connect™ to notify of weather delays/closures. Please go [here](#) to make sure that your family's contact information is accurate in the Infinite Campus Extended Parent Portal. Parents

should make prior arrangements so that their children have a place to go if there is no one at home on weather delays/closures or early release days. **THE COTTAGE SCHOOL PROGRAM DOES NOT MAKE UP SNOW DAYS.**

## Two-Hour Delay

Periodically throughout the winter, school will be delayed two hours due to inclement weather. Students may wear blue denim on these days. Hot lunch will still be available on delay days, or students may bring a sack lunch. All students should bring a snack and water bottle. Carpool as usual. (See schedule on next page.)

### LATE START SCHEDULE FOR CSP

Full day classes, grade 1-6

10:15 AM to 3:30 PM

Kindergarten

10:15-12:30

**\*\*Please Note\*\* If we have a 2-hour delay on one of CSP Noon Dismissal Days for teacher in-service, students will not have class at all. However, teachers will report to school at 10:15 AM, followed by the 12:30 PM scheduled in-service.**

# Cottage School Program Overview

## History

The Cottage School Program (CSP) at TCA was started in the fall of 1999. This program began as an outreach to home schooling families in the community and as an opportunity for new families to come into TCA's full-time program. It started with approximately 100 first through sixth grade students. The following year, in the fall of 2000, seventh and eighth grades were added. Due to the popularity of TCA's non-traditional College Pathways (CP) program (grades 7-12), CP expanded its junior high capacity in the fall of 2021 and eliminated seventh- and eighth- grade offerings at CSP. The Cottage School Program continues to meet the needs of our community's home school families within the larger body of TCA while serving approximately 300 K-6 students each school year.

## Design

Students in grades 1-6 meet one full day a week, 8:15-3:30. Kindergarten classes meet either Monday/Wednesday AM or Tuesday/Thursday AM for half days. Kindergarten classes start at 8:15 AM and dismiss at 11:30 AM.

## Enrollment

Enrollment in the Cottage School Program is offered to home school families on our waiting list on a space available basis. To add your child to the waitlist, please go to the Registrar section of the TCA website [here](#) and fill out the home school waitlist application.

The Classical Academy welcomes students with disabilities into all programs, including the Cottage School Program. In accordance with Section 504 and ADA policies and procedures, once a student is conditionally enrolled at TCA, TCA works collaboratively with families to determine services their student requires. Once those accommodations and/or services are determined, in accordance with applicable policy and law including C.R.S. 22-36-101, we ensure the appropriate meeting takes place to determine whether and how the student can be appropriately accommodated and served to access our programs.

A CSP student may not attend The Classical Academy on a part-time basis and be enrolled part-time or full-time in another public program or school (excluding activities and sports enrollments that are not state funded). However, some secondary enrollments are considered on a case-by-case basis in consultation with Colorado state law and federal requirements including enrollment in a private or umbrella school. All students in the Cottage School Program are required to complete a [Notice of Intent to Homeschool](#) as applicable. *Please note, enrollment of a student in CSP does not guarantee enrollment in any other TCA program or guarantee enrollment of other children/siblings. The*



*waitlist process described at the beginning of this section applies to any student seeking enrollment in any program at TCA.*

## **Required Curriculum Materials**

Parents have the option to order these materials before the start of each school year. Click [here](#) for directions and specific information to order materials for your child's particular grade. You may also check out required curriculum from the CSP Lending Library for a CASH deposit in August at Meet & Greet and Back to School Night.

## **Required Homeschooling Forms to Submit**

Colorado State Home School Law requires parents provide written 'Notice of Intent to Home School' (NOI) 14 days before starting home schooling and annually thereafter for students age 6 and above. One NOI is needed per family (not per student). For all required CSP forms, click [here](#).

- **Special Circumstances:** While kindergarten is not required by Colorado law, an NOI is still required for kindergarten students if the student will turn six during the course of his/her kindergarten year. If a family files the NOI through an umbrella program (i.e. Christian Homeschool Educators of Colorado (CHEC)), a second NOI does *not* need to be filed with CSP. (Note, however, that immunization records must still be submitted to the school regardless of whether or not a family is a member of an umbrella program.)

The TCA Cottage School Program requests that you submit a signed copy of the NOI to the CSP office. You may find this form on CSP's website ([here](#)) or pick up a copy from the CSP Office. You may also pick up the NOI form from your district's administrative office. Since this Notice of Intent (NOI) form needs to be filed prior to the start of school each fall for each child, as a service to you, you may give all forms to the CSP office. We will file them collectively with D20 at the beginning of the school year. ALL FORMS DUE SEPT. 1.

## **Colorado Homeschool Law**

For review of requirements, Colorado State Home School Law can be accessed at the Colorado Department of Education's website: <http://www.cde.state.co.us/choice/homeschool>.

## **Achievement Testing**

Colorado State Home School Law requires home schooling parents to test or provide a formal evaluation in grades 3, 5, 7, and 9, up to age 16. Tests must be standardized; CMAS and other Colorado tests do not fulfill this requirement. In grades 3 and 5, CSP offers the IOWA Survey Battery standardized tests in the spring. If your child is in one of these grades, you will get more information from the teacher in February.

- If a parent decides to test with CSP, we will file their test results in the student's cum file at school. Test scores will be sent home approximately a month after testing. A test interpretation document will also be included in the envelope.
- If a CSP parent chooses to test elsewhere, he/she is responsible for submitting a copy of his/her child's test results or evaluation to either the school district that receives the written notifications for the home school students or report the test/evaluation results to an independent or parochial school. Results must also be submitted to CSP by Aug. 31, after the child completes the grade requirements for the previous year. These results will also be filed in the student's cum file at school.

If a CSP parent submits the test or evaluation results to an independent or parochial school, the name of the school must be provided by the parent to the school district that receives written notification. (Policy 22-33-104.5(3)(f), C.R.S.)

## Communication

Communication between TCA and CSP families is very important. There are a variety of communications sent home to families weekly. Please make sure all email addresses are accurate in the [Infinite Campus Extended Parent Portal](#). (For help with login information, please contact Stef Hille, CSP Assistant Principal, at [shille@asd20.org](mailto:shille@asd20.org).)

The **CSP Newsletter** is from the CSP administration. Pertinent information about CSP events and activities are noted in this publication. This will come to parents each week via email using our Blackboard messaging system.

A K-6 grade level **weekly newsletter** is sent home electronically by your **child's teacher** with information about what has been taught in the classroom. It also outlines what practice and homework must be completed and returned by the next class meeting.

## Parents who Hire Tutors to School their Children

Per the Family Educational Rights and Privacy Act (FERPA), CSP classroom correspondence (newsletters, emails, etc.) may only go to the parents directly. The parents are free to forward pertinent information to those they hire to school their children (tutors). We believe this policy will keep the parents engaged and removes CSP staff from potentially becoming the middleman whom private tutors may feel free to contact. These procedures will also keep non-family members off the newsletter distribution list to assure privacy for everyone. Lastly, grades, class lists, and other personal information is only shared with legal guardians. For additional questions or thoughts, please contact the CSP Principal.

## Parent Information and Training

Because a strong partnership involves effective communication and shared knowledge about curriculum, the Cottage School Program is committed to supporting home schooling parents by supplying critical information regarding our curriculum. We encourage all new parents to attend our new parent orientation and all parents to attend information meetings in the fall (Back-to-School Night and Meet 'n Greet). Parent trainings are available via video (click [here](#)), and in-person trainings may be offered as necessary. Your child's teacher is also an excellent resource for help with implementing the CSP curriculum at home.

- **Parent Trainings (Gr. K-2) - Spalding Phonics/Spelling:** [These training videos](#) help model for parents how to reinforce the Spalding method for reading and writing at home. A more in-depth Spalding session is offered by the FT elementary program. Information about these extended trainings will be provided in the CSP newsletter. These videos/trainings are **strongly** recommended for new CSP parents, grades K-2.
- **Parent Training (Gr. 3-6) – IEW Writing curriculum:** [These training videos](#) guide parents in understanding our CSP writing curriculum, *Institute for Excellence in Writing* (IEW). We equip CSP parents with necessary information about the curriculum to enable them to confidently support their child at home. These videos/trainings are **strongly** recommended for new CSP parents, grades 3-6.
- **New CSP Parent Orientation:** New parents are notified of this meeting (held during Back-to-School Night; click [here](#) for schedule) via a welcome letter sent from CSP administration during the summer.
- **Meet and Greet:** Before classes start in the fall, Grades K-6 students and parents visit classrooms and meet their teachers. During this time, students may drop off the "community supplies" listed on each teacher's supply list.
- **Back-to-School Night:** This event also occurs before classes start in the fall and is a parent-only event for Grades K-6. Information about daily schedules, discipline, classroom management, homework expectations, etc. will be provided. The [event schedule](#) is posted online.

## Parent Grading Responsibilities

We are grateful that you have willingly entrusted CSP to partner with you to teach your child Language Arts this year. Our program relies on parents upholding their role in the CSP Triad: Parents + Teacher + Student working together to succeed in CSP. Parents are expected to help with specific homework each week. Your child's participation report (K-3)/report card grade (4-6) will reflect the degree of parental support with these expected tasks.

- Kinder—Practice Spalding phonograms and handwriting at home; in the second semester, practice beginning spelling and simple sentence/grammar work.
- Gr. 1-2—Practice Spalding phonograms and handwriting at home; practice spelling words for upcoming in-class tests; ask child to complete homework packet; work with your child to ensure that all corrections are made to homework. Please initial the top of each homework page when this is completed, and help student return all homework to class on time. Papers not corrected by a parent will be returned and graded as late.
- Gr. 3-6—Proofread/edit IEW writing assignment with your student and verify (with your signature) that all IEW checklist items have been included in the assignment. Student returns all homework to class on time. Papers not proofed by a parent will be returned & graded late. The teacher will grade the assignment.

## Parent Volunteers

The Cottage School Program welcomes parent volunteers in our program. Regular volunteers or field trip chaperones must submit a signed CBI form (Criminal Background Investigation) and Statement of Confidentiality to the CSP Office. We will check all phone references and submit your volunteer paperwork packet to HR for approval. Additional information and volunteer paperwork can be found [here](#). Paperwork is not needed for parents coming in to help with a single event (i.e. a party, Field Day) or who help out only occasionally.

- **Classroom Party Coordinators** – This volunteer organizes a few parents to provide treats & a game or craft for scheduled parties during the year (Holiday and Valentine’s Day; Thanksgiving party for Kinder).
- **Classroom Volunteers** – Each individual teacher will let parents know of opportunities to help in the classroom during the year. Parents may also inform teachers of areas in which they would like to help.
- **CSP Art Room Helpers** - Parents are welcome to assist in Art class and for the Art Show in May. Contact the CSP Art teacher.
- **CSP Field Day Volunteers** –Be watching for volunteer opportunities to come from our PE coach as Field Day approaches.

## Fundraising

TCA depends on the generous support of the entire community through gifts of time, resources, and charitable contributions. Recognizing that your students are attending only part-time in CSP, we appreciate your commitment, to the degree you are able, to support TCA with your tax-deductible charitable gifts through participation in our Annual Giving Fund: Our Kids, Their Future, Our Challenge. Parents are under no obligation to participate but are encouraged instead to become as involved as they are willing and able.

Give securely online: [Support The Classical Academy](#), or call the TCA Advancement Office at 488-6213, or email [TCAAdvancement@asd20.org](mailto:TCAAdvancement@asd20.org).

# Working Together

## Building Community Character

Every challenge, conflict, and teachable moment is an opportunity for each member of TCA’s community to live out our virtues and values. There are three areas where our character is especially on display:

- **Conflict Resolution:** How we resolve conflict is an important indicator of our individual character. As parents, students, and school personnel, we need to commit ourselves to personally seek reconciliation with others when a wrong, perceived or real, has occurred. Specifically, if a parent has a concern about a class or teacher, the parent should meet with the teacher first. If this first meeting does not resolve the issue, a conference with the parent, teacher, and administration can be scheduled. If the conflict is still not resolved, the parent should follow the Conflict Resolution Policy, found [here](#) under School/Community Relations. If a parent/student has a conflict with another parent/student, the parents and students should meet to resolve any differences or concerns.

- **Carpool Compliance:** Students, parents and others who pick up and drop off students in the morning and afternoon are part of our carpool system. During these times, there are traffic rules for everyone who drives on campus. These rules are designed to maximize safety, convenience, and efficiency. Some of the rules include:
  - Walk only on crosswalks and sidewalks.
  - Comply with all directions from carpool supervisors.
  - Plan to load and unload very quickly without opening trunks and without the driver exiting the vehicle.
  - Use the proper loading zone for your students' ages. Families with students in multiple grade levels should ask all older children to gather with the youngest child's class during carpool pick-up so that all siblings may be picked-up at the same time.
  - Please remember...**Carpool doesn't build character, but it does reveal it!**
  
- **Competitions:** School competitions take many forms. Whether on the athletic field, the academic classroom, the performing arts stage, or some other venue, individual or team competitions allow students, coaches, parents, and spectators the opportunity to practice and model the concept of Excellence with Honor. Accordingly, we expect TCA parents, students and staff to demonstrate and embody the highest standards of ethics and sportsmanship:
  - Trustworthiness— Be a person of your word.
  - Respect – Treat all people, including competitors, coaches, other parents, and officials with respect at all times.
  - Responsibility –Always exhibit good character and be a positive role model, remembering that both competitors and spectators represent TCA.
  - Fairness – Live up to high standards of fair play. Be open-minded and willing to listen, learn, and take direction and suggestions.
  - Care – Demonstrate concern for others. Never intentionally injure another player, and please help promote excellence for all participants.
  - Citizenship – Honor, observe, and enforce the spirit and the letter of the rules. Avoid temptation to gain competitive advantage through improper gamesmanship techniques.

## TCA Elementary Specific Uniform Policy

The Board of Directors of The Classical Academy has established the overarching dress code policy guidance in [JICA-TCA-B](#). The elementary uniform policy, [JICA-TCA-E](#), is an essential distinctive of the TCA academic culture. Wearing uniforms impacts the school positively by:

1. Fostering a distinct and positive "TCA Appearance."
2. Decreasing distractions.
3. Increasing wardrobe equity.
4. Supporting easy identification of visitors or strangers.
5. Giving parents and students an opportunity to demonstrate mutual support of TCA's core values and beliefs.
6. Teaching students the importance of self-discipline and personal responsibility.
7. Increasing group coherence and discouraging cliques or other forms of divisive or polarizing activities.

Uniforms are mandatory for all TCA students. Wearing uniforms is intended to promote safety, improve discipline, and enhance the overall learning environment. Proper wear of the uniform also shows pride in oneself and in TCA. Students are expected to be in uniform from the time they enter the building in the morning until dismissal. After dismissal, students on campus may be out of uniform but must still be modestly and appropriately dressed.

Uniforms must be worn on field trips unless the administration approves otherwise. Uniforms are not required for any evening or weekend activities unless specified by the administration or the activity supervisor.

## **Parent and Staff Responsibility**

Parents have the responsibility to ensure that their students arrive at school in the proper uniform. Within the school, the uniform policy will be enforced by the classroom teachers, other staff members, and TCA administrators who will make final decisions regarding uniform issues. Cheerful, consistent compliance with the policy by all is expected.

## **Consequences for Uniform Violation**

If a student violates the uniform policy in a manner that cannot be immediately corrected, the student may be asked to call his/her parent or guardian to bring the appropriate uniform item(s) which will allow the student to comply with uniform policies. The teacher may request office assistance for the students in this situation.

## **Uniform Wear Guidance**

Students must present a neat appearance. Uniforms are to be of an appropriate size/fit, and they must be worn as intended by the policy. A student can be out of compliance for wearing non-approved items, or by wearing approved items in a manner that is sloppy, immodest, or otherwise inappropriate. Appearance that is extreme, immodest, disruptive, distracting, profane, or disrespectful so that it would draw undue attention shall not be allowed. Included in distracting wear is clothing with statements, slogans, or conspicuous political, religious, or other symbols or references. Please [click here](#) for pictures of the items that are to serve as samples of “uniform appearance.” If ever in doubt while purchasing an item, please save the receipt and check with the school office for guidance. Cottage School Program students, grades K-6, follow [JICA-TCA-E](#) Elementary Uniform Policy.

## **Pants/Shorts**

Pants and shorts should not have any visible logos, be too tight or overly loose, have cargo pockets, slits or have any holes. They should be navy or khaki only; any pockets should be internal. Denim and corduroy may not be worn. The length of all items except pants will not be shorter than three inches above the knee and no longer than the top of the knee. No low-riding of pants or shorts is allowed. Neither pants nor shorts may be rolled to achieve proper length. No pants, shorts, or skirts may be made of fabric that stretches. Specific examples of prohibited fabrics include stretch denim, any stretchy jersey, knit, synthetic, or composite fabric that is designed to stretch and fit to the body shape of the wearer. Specific garments prohibited under this clarification include any “workout” or “yoga” stretch pants, “jeggings,” shorts, or leggings and any skirt or skort with fabric that stretches or clings to the wearer.

## **Skirts/Skorts/Jumpers**

Skirts, skorts, and jumpers should not have any visible logos, be too tight or overly loose, have slits or any holes. They should be of TCA plaid\*, navy, or khaki only. Denim, polo, sweater, or corduroy dresses/skirts may not be worn. The length of all items will not be shorter than three inches above the knee. \*Any TCA plaid item must be purchased from Global Schoolwear (Tommy Hilfiger) [www.globalschoolwear.com](http://www.globalschoolwear.com). School code: CLA03.

## **Shirts/Blouses/Turtlenecks**

Shirts must be long or short sleeve solid color polo (white, red, navy, and forest green only); button up long or short sleeve solid color dress shirts or blouses (white or light blue only); should not have any visible logos, applications, etc.; and should not be too tight or overly loose or have any holes. During the school day, shirts and blouses must be tucked into a standard of neatness and modesty. The longest sleeve of a shirt or blouse must be on the outside. T-shirts worn as an undergarment must be white, if visible.

## **Sweaters**

Only long sleeve sweaters without hoods may be worn as part of the regular uniform provided a uniform shirt is worn underneath and the collar or turtleneck is showing. The shirt underneath must be tucked. They must be white, red,

navy, and forest green solid colors only. There should be no visible logos. Sweaters should be plain with no embellishments. Additionally, sleeveless sweater vests may be worn over appropriate uniform tops.

## **Sweatshirts**

Crewneck pullover sweatshirts (navy or forest green only) and full zip fleece jackets with a TCA-approved logo (navy only) may be worn as part of the regular uniform provided a uniform shirt is worn underneath and the collar or turtleneck is showing. The shirt underneath must be tucked. Student club and other student group sweatshirts or jackets are not permitted, and no other outerwear is allowed during the school day.

## **Footwear**

Appropriate shoes and shoelaces in uniform colors (shades of red, blue, green, black, brown, or white) must be worn at all times. Shoes should be neat, clean, and appropriate to an educational environment. No beach shoes, neon-colored shoes, lighted shoes, toe shoes, shoes with wheels or rollers, no slippers or shoes resembling slippers, or Crocs. For safety reasons, shoe heels must be 1" or shorter.

## **Socks/Tights**

Socks must be worn at all times. Full length tights and ankle length leggings may be worn. All socks, tights, or leggings must be white, red, navy, forest green, black, or brown, solid color only, without a design or pattern.

## **Belts**

Belts must be worn with all shorts and pants. Belts may not have spikes or metal protrusions, and they must be of coordinating colors and in good taste. Buckles must be plain and not overly large. For Kindergarten students only, belts are optional.

## **Friday Wear (*only applies to CSP Friday make-up days*)**

Students may wear all TCA co-curricular activity crewneck sweatshirts (hoodies are reserved for Secondary Schools), polos, and t-shirts, which have been approved by the administration.

## **Additional Dress and Appearance Guidelines:**

### **Hair**

All students shall maintain their hair in a well-groomed manner. A student's hair shall be worn in a manner that is not in the student's eyes. Hats or baseball caps may not be worn during the school day.

### **Jewelry/Piercing/Tattoos/Make Up**

All jewelry must be conservative, non-offensive, and not draw undue attention. Girls are allowed to have two earrings in each ear (the diameter of hoop style earrings worn may not be larger than the diameter of a penny). Large dangling or large hoop-style earrings are not allowed for safety reasons. No other visible piercing is allowed for girls, and no visible piercing is allowed for boys. Visible tattoos are prohibited for all students. No make-up or fake fingernails are allowed at the elementary school level.

### **School Pictures**

Uniforms will not be required for individual student pictures taken in the fall, although they may certainly be worn, if desired. Students who do not wear uniforms are expected to dress up from the uniform.

## Denim Day Guidelines

From time to time, the administration will designate Denim Days when CSP students are allowed to wear denim clothing (denim bottoms and a uniform top). All denim must be blue and follow general guidelines of neatness and modesty. Students may always wear an approved uniform instead of denim items.

## Dress-Up Day Guidelines

On designated Dress-Up Days (i.e. CSP Picture Day), students who choose not to wear the uniform are expected to dress up from the uniform, not down, and follow the TCA guidelines for proper fit and modesty. Clothing should not be overly tight, see-through, or draw undue attention. Spaghetti straps are not permitted. Denim is never considered "dressy."

## Two-Hour Delays

Periodically throughout the winter, school will be delayed two hours due to inclement weather. Students may wear denim bottoms and a uniform shirt on these days.

# Student Rights and Responsibilities

Public school students have certain rights guaranteed by the constitution and laws of Colorado as well as the United States of America. These rights are not co-extensive with the rights of adults because the school is a special setting. The courts have recognized that school officials need flexibility to be able to control student behavior in the schools and at school activities. In 1995, the Colorado state legislature passed a law providing that school officials can discipline students for actions that occur off-campus - even on weekends or during the summer - if the actions pose a perceived threat to students or staff at the school.

Along with student rights come student responsibilities. In most cases this means, "Follow the rules." The rights of all others in the school environment (students, staff, teachers, administrators, guests, and visitors) are protected when students exercise responsibility and follow the rules. As school tragedies have evolved over time, students are also asked to be responsible for letting an adult know if they are aware of other students who are planning to harm themselves or others in the school or community. This is responsible citizenship that could save lives, including the life of the one reporting. In addition to reaching out to an adult, [Safe-2-Tell](#) is also an option for students to report serious concerns anonymously.

Academy District 20 philosophy states "the school environment should be positive, physically safe, and intellectually stimulating." The rules and regulations at CSP are designed to protect your rights as well as the rights of others. They are set up to control and, if necessary, discipline those individuals who do not respect the rights of others. They also help to ensure a positive learning environment and to ensure every student's right to an education. Always doing the "Right Thing," at the "Right Time," for the "Right Reason" will help protect your rights and will help you be a successful student and citizen at TCA.

## Student Rights

### Right to Seek Change

Students and parents are encouraged to participate in or seek change in the operation of TCA in a variety of ways. Parent informational nights are held during the year to both provide information and seek input from parents. Parents may also serve on committees formed to provide advice to the Principal or the Board of Directors. Individuals may also provide direct input to staff members. It is TCA policy to attempt to resolve situations at the lowest level.

Therefore, if a situation involves an individual teacher or staff member, that person should be contacted first before elevating the issue to the Principal, President, and finally the TCA Board of Directors.

## **Right to Be Free from Discrimination**

TCA is committed to a policy of nondiscrimination in relation to race, color, sex, sexual orientation, religion, national origin, age, marital status, disability, or any other legally protected class. Respect for the dignity and worth of each individual shall be paramount. The Nondiscrimination and Equal Opportunity Policy may be found on the TCA website at [Policy AC-TCA](#). Any student discrimination may be reported to a TCA Principal or to:

Cheryl Birkey - Compliance Officer/ Title IX Coordinator  
975 Stout Road - Room 1114  
Colorado Springs, CO 80921  
719-488-6209 [cbirkey1@asd20.org](mailto:cbirkey1@asd20.org)

### **Annual Nondiscrimination Notice**

The Classical Academy (TCA) is committed to a policy of nondiscrimination. Respect for the dignity and worth of each individual shall be paramount. Accordingly, we have a "no tolerance" policy with respect to acts of discrimination or harassment. All TCA educational programs, activities, and employment opportunities offered by the school are offered without regard to disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth. With respect to employment practices, TCA does not discriminate on the basis of age.

Protecting against and not tolerating discrimination and harassment is consistent with TCA's Core Values and our Creed, which states that "Titans love, respect, and protect one another. Striving to be our best, do our best, and give our best to the world." Policy AC-TCA: Nondiscrimination and Equal Opportunity was recently updated and is available by clicking [here](#). This policy outlines the procedures on how students, parents, staff, and the community may file complaints and how TCA will work to resolve all complaints.

The Classical Academy is committed to conducting prompt investigations. Any students or staff found to have engaged in any type of discrimination or harassment will be disciplined, and if circumstances warrant, suspension or expulsion of students may result. Consequences of discrimination for employees may include, but are not limited to, termination of employment. Let's work together to prevent all types of discrimination and harassment.

Any student, staff member, or parent should report any discrimination or harassment, including any Title IX, Section 504, or ADA complaints, to any TCA principal, counselor, or the following liaison:

Cheryl Birkey  
Compliance Officer/Title IX Coordinator  
975 Stout Road, Room 1114  
Colorado Springs, CO 80921  
719-488-6209  
[cbirkey1@asd20.org](mailto:cbirkey1@asd20.org)

We Are Titans!

Respectfully,  
Dr. Russ Sojourner  
TCA President



## **Right to Free Expression**

Students have a limited right to free expression. This right is found in the First Amendment to the United States Constitution. In the classroom, this means that you may express your opinions orally or in writing. Outside of the classroom, at school, on the bus, or at school activities you also have a limited right of free speech. The limitation on your right to speak is that your speech must not create a material and substantial disruption to the educational process, or harm someone's reputation, or create a clear and present danger to others. In addition, the First Amendment does not protect speech that leads to unlawful action, nor does it protect obscenities.

These legal requirements apply to whatever you write or say when you come to school or school activities. If you cross the line from protected speech, where you are expressing your point of view or opinion, to speech which creates a material and substantial disruption, you can face disciplinary consequences.

## **Right to Free Association**

You are generally free to associate with, join, and participate in groups of your own choosing. However, any group, whether school-sponsored or not, that engages in activities which interfere with the rights of others, or which disrupts the educational environment or the educational process, may be subject to disciplinary actions by the school officials or appropriate law enforcement agencies.

## **Right to Peaceful Assembly**

The First Amendment to the United States Constitution allows students of a school to peacefully assemble on the school grounds. However, such assembly must comply with attendance rules and procedures as well as building regulations.

## **Right to Individual Dignity**

Each and every person is entitled to be treated with respect and dignity regardless of race, color, ethnicity, religion, gender, sexual orientation, social status, disability or age. The dignity of each individual is best served when all concerned--students and school personnel alike--treat one another as they would like to be treated. In particular, sexual harassment, hazing, and bullying behaviors are not tolerated in TCA schools and at school activities, nor is such behavior tolerated on buses or at bus stops.

## **Right to be Free from Sexual Harassment**

### **Elementary**

Sexual harassment is defined as sexually oriented remarks, behavior or jokes that make a student uncomfortable. Inappropriate activities may be reported to a teacher, principal, or the Nondiscrimination Specialist (Cheryl Birkey-see contact information on page 19).

### **Secondary**

Sexual harassment is defined as sexually oriented remarks, behaviors, or jokes that make a student uncomfortable. A student's responsibility is to clearly indicate that the remarks, behaviors, etc. are not welcome and are offensive to you. This is not an easy thing to do, but a student must make it clear to the people who are making you uncomfortable that this is the case. If it does not stop, the offensive activity needs to be reported to an adult such as a counselor, a teacher, a principal, or the Nondiscrimination Specialist (Cheryl Birkey-see contact info on pg. 19).

### **Sex Offenders Notification**

Colorado Revised Statute §22-1-124 instructs school districts to notify parents of their right to request information concerning registered sex offenders in the community. More information on accessing such information may be obtained online at either of the following: [[Sheriff Office](#)] or [[Police Dept](#)]. For additional information parents may also contact Academy District 20's Executive Director for Security at 719-234-1300.

## Right Not to be Bullied

Bullying is any written or verbal expression, physical act, or gesture that is intended to or does cause you distress. It can be direct or indirect. Direct bullying can be physical in nature, such as hitting, kicking, pushing, or choking. Or, it can be verbal, such as name-calling, threatening, teasing, etc. Indirect bullying is subtle and may be difficult to detect. It can take many forms such as social isolation, intentional exclusion, making faces, staring, obscene gestures, manipulating friendships, etc. You need to report any bullying actions to an adult such as the school psychologist, a teacher, or a principal.

## Rights Relating to Search and Seizure

The Fourth Amendment to the Constitution of the United States protects citizens from "unreasonable" searches of their persons or property by the government, and against "unreasonable" seizures of their property. Remember, however, that all areas within the school are TCA property, not yours. Therefore, such areas may be searched by school officials and contraband material seized. Also, school authorities may use specially trained dogs to do a "sniff search" of the school building/property or automobiles that are parked on school property. When there is "reasonable suspicion" that a particular student has violated school rules or a law, a search of a student's person or property can be initiated by school authorities. This warning, contained in this paragraph, is the only warning of the possibility of a "sniff search" required under Colorado law.

## Right to Privacy in Your Student Records

The school maintains education records on each student. Under the Family Educational Rights and Privacy Act (**FERPA**), parents or guardians may review those records with reasonable advance notice to the school. Parents and students over 18 years of age have the right to challenge any educational record on the grounds that it is inaccurate or misleading. School officials may obtain access to your records for educational purposes. All individually identifiable educational information is confidential except for "directory" information. Directory information includes the student's name, date of birth, place of birth, participation in officially recognized sports and activities, height and weight (for athletic teams), dates of attendance, degrees, and other honors awarded. **NOTE: Student Educational Records (All policies referenced below can be found by clicking [here](#).)**

All students at The Classical Academy (TCA) must have records in Infinite Campus. As a Colorado public school accredited through Academy School District 20 (ASD20), Infinite Campus data is shared with both ASD20 and the Colorado Department of Education.

ASD20 Policies regarding Student Records/Release of Information on Students are:

- JRA/JRC - Student Records/Release of Information on Students
- JRA/JRC E 1 - Student Records/Release of Information on Students
- JRA/JRC E2 - Opt-out Form for Disclosure of Information to Military Recruiters
- JRA/JRC R - Student Records/Release of Information on Students Procedure

FERPA requires that TCA, with certain exceptions (see D20 Policy JRA/JCR), obtain a parent's (or guardian's) written consent prior to the disclosure of personally identifiable information from a student's education records. However, TCA may disclose appropriately designated "directory information" without written consent, unless a parent has advised TCA to the contrary in accordance with TCA/D20 procedures. The primary purpose of directory information is to allow TCA to include this type of information from your child's education records in certain school publications. (D20 Policies JRA/JRC and JRA/JRC E1)

TCA may disclose personally identifiable information from an education record of a student without the consent required by 34 C.F.R. § 99.30 to a school official with legitimate educational interests, including a contractor, consultant, volunteer, or other party to whom TCA has outsourced institutional services or functions if such school official: (1) performs an institutional service or function for which TCA would otherwise use employees; (2) is under

the direct control of TCA with respect to the use and maintenance of education records; and (3) is subject to the requirements of § 99.33(a) governing the use and re-disclosure of personally identifiable information from education records. A legitimate educational interest exists if the school official needs to review an education record in order to fulfill his or her professional responsibility.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Academic or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (D20 Policy JRA/JRC E2). If a parent does not want TCA to disclose directory information from a student's education records without prior written consent, the **parent must notify the principal in writing by August 31** of the current school year.

TCA has designated the following information as directory information:

- Student's name
- Photograph
- Student's grade level
- Dates of attendance
- Enrollment status
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Major field of study
- Degrees, honors, and awards received
- The most recent previous educational agency or institution attended

If a parent requests to review the content of student education records, a fee of \$.25 per page will apply. (D20 Policy JRA/JRC R)

### **Third Party Consent for Release of Student Information**

The Classical Academy protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent or guardian, we do not disclose personally identifiable information from a child's education records unless disclosure is covered by one of the exceptions in FERPA (see Academy School District 20 policy JRA/JRC). If you wish to allow a third party (for example, a step-parent) access to personally identifiable information from your child's education records, please contact your principal to request a third-party consent form. One form is required for each student. Each parent or guardian must complete the form and have his or her signature notarized. Return the notarized form(s) to your principal. The permission will be effective at all TCA campuses until a parent/guardian revokes permission in writing and submits the revocation to the principal, or the student leaves TCA or graduates.

# Student Responsibilities

## **Responsibility to Treat Self and Others with Respect**

Students are expected to treat self and others with respect in all instances and look beyond themselves by demonstrating sensitivity to the needs, interests, and desires of others. At the same time, they should expect to receive the same treatment from those around them. This mutual respect facilitates a positive, healthy school culture. As students seek to appreciate the differences, strengths, and uniqueness of each person, they nurture and develop strong relationships and friendships. The school becomes a place where students feel safe, valued, and appreciated for who they are.

## **Responsibility to Respect Property**

Students are expected to treat all property with care and respect. This applies not only to property of the school, but also to private property brought to school by school staff, other students, or visitors. This also applies to property surrounding the school, whether owned by businesses or the homes of individuals.

## **Responsibility to Keep Your School Free of Weapons**

D20 policy provides that any student carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building, on school grounds (including in any vehicle on school grounds), or at any school sponsored event shall be recommended for expulsion.

The following are dangerous weapons: firearms (including air guns and pellet guns - loaded or unloaded, operable or inoperable), firearm facsimiles, any fixed blade knife with a blade length of greater than 3 inches, any spring-loaded or pocket knife with a blade of more than 3 1/2 inches, any knife used to threaten harm to others, brass knuckles, bludgeons, or any other device or substance that is intended to be used to inflict serious bodily injury or death. A student who inadvertently brings in a dangerous or deadly weapon will not be punished if he or she immediately, of his or her own volition, notifies a teacher or an administrator and gives up the weapon. It is TCA's policy that it is never necessary to bring or carry a pocket or hunting knife at school, so we strongly discourage students from bringing any knives on campus.

## **Responsibility to Keep Your School Drug and Alcohol Free**

The ASD20 Policy JICH-R (Drug/Alcohol Abuse by Students), prohibits the use, possession, sale or distribution of alcohol or any controlled substance (or any substance represented as alcohol or a controlled substance) on school property, or in connection with any school sponsored activity (on or off school property). Expulsion is mandatory for the sale (including giving as a gift) of such substances.

Note also that if the use or possession of alcohol or controlled substances off school property is detrimental to the health, safety or welfare of students or staff, it may also be a punishable offense pursuant to Colorado state statute C.R.S. 22-33-106.

## **Responsibility to Keep Your School Tobacco-Free**

In order to promote the general health, welfare and well-being of students and staff, TCA [Policy ADC-TCA](#) and state law forbids possession, smoking, chewing or other use of any tobacco product, including electronic cigarettes or vape pens, on school property or at school activities at any time. The state law also forbids possession of tobacco by students on campus and by minors anywhere.

# Academics

## Rights

To function well in the classroom, students must have a clear idea of what the teachers expect of them. Therefore, students have a right to know what the requirements are for each class. If the requirements seem unclear, or if there are questions, students should ask for clarification. Students also have a right to be evaluated fairly. Grades, progress reports, and other forms of evaluation should be based on requirements that are clearly set forth by teachers and should be applied fairly to all students.

## Homework

At TCA the teachers and administration strongly believe that homework will contribute to the academic success of children, particularly in CSP as our time is very limited with our students and we partner with our parents as their child's primary educators. Homework serves as a link between the child, the home, and the classroom. Homework fosters positive school attitudes, good study habits, effective time management, and personal responsibility. While recognizing the usefulness of homework, the TCA staff strives to minimize homework loads, realizing the need to maintain a balance in students' lives. If students are consistently overwhelmed, parents should contact their child's teachers.

The Cottage School Program is not to be taken lightly. It is not an enrichment program but a core subject program with attendance, behavior, and homework policies to ensure student success. The Cottage School Program teachers provide initial instruction and guided practice on new skills and concepts during class. Students are expected to complete assignments and support work each week for their classes (see below grid for approximate time spent on weekly homework by grade level). Every assignment should be completed by the student and checked by the parent. Students should attempt to correct errors before returning assignments at the next class meeting or by the due date.

The homework guidelines are based upon an average student working during an average week. The guidelines also assume each student uses his/her in-class and in-school study time wisely. Some weeks may have less homework while other weeks may require additional special assignments.

The following guidelines have been developed for homework:

### Time Guidelines (average per week):

<b>Grade Level</b>	<b>Average Time</b>
<i>K-2</i>	<i>1-2 hours</i>
<i>3-6</i>	<i>2-3 hours</i>

### Student Responsibilities:

- Complete homework assignments neatly and on time.
- Schedule time wisely to meet assignment deadlines.
- Attend school regularly and come prepared.
- Get assignments when absent. Completion of make-up work is critical.

### Teacher Responsibilities:

- Provide checklists and due dates for long term assignments.
- Assign work for academic reasons to practice, reinforce, and master skills.
- Provide clear directions for assignment, format, and due date.

### Parent Responsibilities:

- Provide an appropriate place and atmosphere for homework.

- Set aside daily homework/reading time.
- Edit and correct homework assigned by the teacher.
- Get child to CSP each week on time.
- Contact teacher if time spent on homework is excessive.

### Late or Missed Assignment Policy

Students are expected to turn all assignments in on time. Homework is due at the start of the class. Any homework that is not turned in at that time will result in a reduced grade. A note from the parent should accompany late work resulting from extenuating circumstances for possible excusal by the teacher. When a pattern of late assignments becomes evident, CSP teachers will work with parents and students to establish positive homework habits. Multiple late assignments may require a conference with parents, teacher, and administration to determine a course of action. If the problem is persistent despite intervention, parent may be counseled to discontinue the program.

Grades K-4: Late or missed assignment policies are set at the discretion of the teacher.

Grades 5-6: Late or missed assignment policy:

One day late	10% deduction
Two days late	20% deduction
Three days late	30% deduction
Four days late	40% deduction
Five days or more	0 (zero) for the assignment

\*(One day late constitutes one week in our part-time CSP program)

Parents and students in grades 4-6 are encouraged to use Infinite Campus to help track missing assignments. Students who fall behind often have a very difficult time catching up. Families should do everything possible to prevent this from occurring.

**Discretion of Teacher:** The teacher has discretion to modify this policy to accommodate unforeseen circumstances, such as extended illness and family emergencies. Parents, please be sure to contact your teacher if unusual circumstances arise.

### Elementary Participation Reports

Participation Reports for grades K-3 are sent home at the end of each semester in January and in May giving an accounting of your child’s work in the Cottage School Program. Participation grades (noted by a CUSR scale—**C**onsistently, **U**sually, **S**ometimes, **R**arely) are based on a set of criteria for attendance, attentiveness, participation in class, and evidence of practice at home to reflect overall participation in CSP. Please keep in mind that this report is not meant to be a reflection of grade level.

Students in grades 4-6 will also receive a Participation Report at the end of each semester, but upper elementary students will receive academic grades on work completed for Language Arts; Specials courses (PE, Music, and Art) will be graded on the same CUSR scale (**C**onsistently, **U**sually, **S**ometimes, **R**arely) used for elementary grades K-3. The language arts grading scale for CSP grades 4-6 is as follows:

A	= 93-100%	C	= 73-76.9%
A-	= 90-92.9%	C-	= 70-72.9%
B+	= 87-89.9%	D+	= 67-69.9%
B	= 83-86.9%	D	= 63-66.9%
B-	= 80-82.9%	D-	= 60-62.9%
C+	= 77-79.9%	F	= under 59.9%

## Textbooks

Textbooks are the property of TCA, and students are responsible for the care of their books. Damaged or lost books are the responsibility of the student to whom they were issued. Any book that is damaged or lost will be paid for by the student at full replacement cost (if new) or prorated cost (if used). Under no circumstance should a student write in a textbook with pencil or pen. The IEW (*Institute for Excellence in Writing*) student workbook placed in a protective binder serves as the textbook for Gr. 3-6 writing. All writing assignments from these binders should be done on a separate piece of paper.

## Required Curriculum Materials

Cottage School Program parents are expected to check their student's homework and provide necessary support at home. (Click [here](#) for grade-level information on purchasing curriculum.)

- Gr. K-2 parents will need (1) set of Spalding phonogram flashcards per family. Families may also purchase our Spalding curriculum textbook, *The Writing Road to Reading*, but the purchase of the book is optional. (This book may be checked out of the CSP Lending Library as well.)
- Gr. 3-4 parents will need the *Easy Grammar Teacher's Manual*. (These books may be checked out of the CSP Lending Library as well.)
- Gr. 5-6 parents will not need to purchase or check-out any materials from our Lending Library.

**Lending Library:** We have a limited number of required curriculum books available for check-out from our **CSP Lending Library**. Parents pay a refundable cash deposit when checking out each book. The full deposit is given back to the parent upon return of the book (in the same condition) in May. However, if the book is damaged or missing, the return deposit will be prorated according to the CSP Curriculum Prorated Fees grid. Also, CSP may revoke library privileges until the school resource is returned or replaced.

**Classroom Supplies:** **Classroom supply lists** are available on our website indicating what your child needs to bring to school each week. Many CSP students use the same desks and classrooms during the week, so it is not possible to store supplies at school. Please make sure to **label all supplies** with the student's name, including sweaters, sweatshirts, coats, jackets, lunch boxes and water bottles.

## Faculty

Faculty members at TCA/CSP are selected with great care. Each teacher is highly qualified in her/his assigned teaching area.

## Parent Contact with Teachers

It is important that parents be respectful and courteous about contacting teachers after school hours. Attempts should be made to schedule appointments during regular school hours. Teachers are often at their busiest during the 30 minutes before school starts and the 30 minutes after students are dismissed. Please make appointments with teachers rather than trying to conference with them during those times.

## Student Support Services

Current students with Specialized Learning Needs: Parents of students with special education needs (an IEP – Individualized Education Plan, 504 Accommodation Plan, Advanced Learning Plan, or English Language Learning plan) must contact Matt Sutton, Director of Student Support Services, at [msutton@asd20.org](mailto:msutton@asd20.org) or 719-488-6435 with any questions or concerns.

CSP does not provide special education and/or related services when a student is designated as home school enrollment status. CSP complies with Child Find obligations for the evaluation and identification of students with disabilities under section 504, IDEA, and ECEA. When a parent decides to enroll in CSP's home school program and

their student has an Individualized Education Plan (IEP), they are advised of their rights to access Special Education services through other district programs.

CSP implements and complies with all legal requirements for students identified with disabilities under ADA and Section 504. A multidisciplinary team reviews all relevant information available to determine how the condition substantially limits a student's ability to learn or access the educational environment and what types of accommodations are necessary to ensure equitable access. Accommodations and/or related services are determined on an individual basis, as related to the student's disability.

CSP provides services to students identified as speaking English as a second language (ELL) as determined by state and district requirements. An ELL (English Language Learner) plan is developed for each student and services are provided accordingly.

When a CSP parent requests to have his/her child screened for identification as Talented and Gifted (TAG), a multidisciplinary team is responsible for reviewing all relevant data available to determine if the student meets state criteria for a Gifted Identification. However, due to the student's designated home school enrollment status, an Advanced Learning Plan (ALP) would be offered at the time of enrollment into a full-time program within the district. Contact the Director of Student Support Services, Matt Sutton, [msutton@asd20.org](mailto:msutton@asd20.org) for more information and questions.

**Mental Health Services:** CSP shares a TCA school psychologist, assigned to East campus, to provide a variety of mental health services on a case-by-case basis as determined through the Response to Intervention process (RTI). At TCA, we refer to this process or team as the "Problem-Solving Team" (PST). Parents should contact the Director of Student Support Services or program administrator for additional questions or guidance about seeking support for their student.

**Homeless Students:** If a student has experienced a loss of housing (including a fire, flood, a parent's separation or divorce, or other economic hardship), the student may qualify for homeless student assistance per ASD20 Policies JFABD and JFABD-R: [\[Click here.\]](#) For more information contact a TCA principal, counselor, or the ASD20 Homeless Student Liaison, Rachel Lake (719-234-1376 or 719-246-0098).

## **Co-Curricular Opportunities**

**Academic Activities** – The Activities Program is a vital part of The Classical Academy. The program exists to enhance the student's experience at TCA by contributing to the development of the "whole" person. The program philosophy focuses on both performance skills and character development. All families are welcome to attend TCA athletic events. For everyone's safety, all TCA Elementary and CSP students must be accompanied by an adult when attending a TCA Junior High or High School sports event. (An older sibling is not considered an adult.)

**Clubs** – There are no student-led clubs at the elementary level.

## **Elementary Library (@ TCA-East)**

The library collections support TCA curriculum and teacher-assigned research assignments. The fiction collection focuses on classics in literature while including some current titles and series. Librarians are available during the school day, providing instruction to classes and individuals. The library staff also gladly provides research instruction or reading ideas to parents. Students are encouraged to obtain a public library card as part of their school supplies. Each campus library welcomes students attending that campus to utilize the libraries. Cottage School students are asked to use only the East Elementary library. Students "walking-in" need a library pass from a teacher. The library is open ½ hour before and after school.



The East campus library is open Monday-Thursday 8:00-4:00 and Friday 8:00-12:00. Grades K-1 students should be accompanied by a parent; grades 2-6 students may come on their own. CSP parents may also have access to teacher resources in the library since you are also a teacher for your child. Please do not allow your child to hang out in the library for “babysitting” purposes before or after school.

#### **Elementary Student Library Policies:**

- Students are responsible for returning items by their due dates.
- Lost or damaged (beyond simple repair) books must be paid for at full replacement cost. The actual cost of the book is determined by the TCA Destiny catalog record.
- Any outstanding overdue book from the previous school year will be charged on the patron’s account as a lost book fine at the start of the current school year, if the book has not been returned in good condition within the first week of school.
- Any patron whose book(s) that is greater than 60 days overdue will be charged a lost book fine which is the total replacement cost of the book.
- If a patron pays a lost book fine, subsequently finds the lost book, AND the book is returned in good condition within 30 calendar days of the original fine assessment, then the fine will be adjusted to show a credit in the student’s Infinite Campus account.
- Fines will be posted on the student’s Infinite Campus account and may be paid online or in person. If paying in person, please use cash or check as the library does not have the ability to take payments by credit/debit card.
- Monies collected from lost or damaged books will be used towards replacement of the same book or towards the purchase of a comparable replacement. The decision of what to purchase will be made by the library staff.
- Library books are purchased with library or permanent bindings and are pre-processed with labels, covers, and cataloging records. Consequently, books will be purchased by the library in order to ensure equivalent replacements. Please do NOT purchase a replacement book as we do not accept them in lieu of payment.

#### **Co-Curricular Opportunities and Fees**

Field Trips: Each year a field trip is planned as an enhancement for each grade level. Field trips are an integral part of the CSP program. All students must turn in a signed permission slip from a parent or guardian before being permitted to attend the field trip.

Bus Rental Fee: In order to provide the highest level of safety for field trip transportation, part of the cost of the field trip involves a transportation fee to allow CSP to rent a D20 bus to transport students, chaperones, and staff on the field trip. This fee is payable online in Infinite Campus or with cash or check (made out to TCA). You may send payment in an envelope with the child’s name to the classroom teacher or drop it off in the CSP office. Chaperones must ride the bus; they may not bring siblings. Siblings and non-chaperone parents may not ride the bus; they may travel in their own car to the field trip location.

Chaperones: Chaperones are required to submit a hard copy of the “**Parent Volunteer Packet**” or “**Non-Parent Volunteer Packet**” to the CSP Office and be approved by HR at least 2 weeks the field trip. Volunteer Packets may be found on TCA’s website.

Student Fees: CSP Student fees by grade level can be found [here](#). If TCA has made a reasonable effort to obtain payment for student fees, the student still has unpaid fees, and the family is not on a payment plan, TCA may deny a student the privilege of participation in non-curricular activities.

# Attendance

TCA follows three policies regarding attendance: District 20 Policy JE Student Attendance, District 20 Policy JH Student Absences and Excuses, and Policy JHB-TCA Habitual Unexcused Absence (Truancy).

## Responsibility to Attend School

In accordance with state law, it is the obligation of every parent to ensure that every child under his/her care and supervision who has attained the age of six years on or by August 1, and is under the age of seventeen years, receives adequate education and training and attends school. One of TCA's goals is to prepare students to be academically successful on their school journey; regular attendance supports that goal. Parent support is essential for us to accomplish the mission. A quality education can only be provided to families who make attendance a high priority. Parents are encouraged to plan family activities during scheduled school vacations and thereby receive the highest quality education TCA and the Cottage School Program can offer. Whenever students are absent, the quality of their education as well as their classmates' education is potentially compromised.

## State of Colorado Resident

Any student enrolled in any TCA program must be a resident of Colorado. Pursuant to 1 CCR 301-71-8.06, the Colorado State Board of Education must ensure that student residency is documented and verified, both upon enrollment and annually thereafter, for all students enrolled in online schools and/or programs. Colorado residency is determined by the student and parent or legal guardian currently residing within the State of Colorado boundaries, except for students of military families that maintain Colorado as their state of legal residence for tax and voter registration purposes.

## Excused and Unexcused Absences

D20 Policy JH Student Absences and Excuses explains that by law the primary excused absence is temporary illness or injury, or a student is absent for an extended period due to physical, mental, or emotional disability. Principals have the discretion to decide whether any other absences are unexcused using Policy JH and state law as guides. Family trips, non-school activities, arriving tardy, or leaving early may be considered unexcused absences.

## Extended Absences

If a student is going to be absent for more than two (2) weeks, parents/guardians need to notify the school principal.

## Chronic Absenteeism (D20 Policy JH)

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who is absent 10% of a quarter, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to a conference with parent/guardian and the development of an attendance plan. When practicable, the student's parent/guardian shall participate in the development of the plan. Filling out a [Prearranged Absence Form](#) for absences does not negate the classification of chronic absenteeism.

## **Habitual Unexcused Absence (Truancy) [Policy JHB-TCA](#)**

If a TCA Cottage School Program student is absent two unexcused absences from class or school in one month or five unexcused absences from class or school during a school year, the student may be considered truant. If a student is deemed to be habitually truant, a meeting between school administration and the parents should be called to determine the direct facts and circumstances and to evaluate a course of action that would be in the best interests of the child's educational process. Filling out a Prearranged Absence Form for absences does not negate the classification of habitually truant.

### **Tardiness**

It is the responsibility of parents to ensure that their child(ren) arrive at school on time each day. Tardiness to school or class creates a disturbance that disrupts the learning environment and is inconsiderate of others. Students must be in their assigned classrooms at the time the class is scheduled to begin, or they will be counted tardy. Parents/students will receive three "free tardies" per grading period. These provide for family emergencies, traffic accidents, etc. that may delay morning carpools. Additional tardies, for whatever reason, will result in parent contact. Carpooling arrangements must be made to ensure students arrive at school with adequate time to be prepared for their first activity.

### **Absence Procedures**

Parents should notify the school office by 8:30 AM to report absent students (487-2000). Any missed school work due to the absence will be placed in the Cottage School Program office. Parents are encouraged to pick up this missing work as soon as possible so that a student doesn't fall behind.

Although students may not be required to make up all work assigned during an illness, they will be accountable for its content when tested. Extended illness that is validated by a Health Care Provider with Prescriptive Authority will receive special consideration with administration approval.

1. When family need/activity results in a student's absence, daily assignments may be excused at the discretion of the teacher. However, students will always be accountable for the material taught during their absence. Unless prior arrangements are made with the teacher, students will be expected to turn in required work and take any tests before the absence or on the first day they return to school. In order to make a prior arrangement, a [Pre-Arranged Absence Form](#) must be filled out, including parent, teacher, student, and administrator input. The school office should be notified of these expected absences as soon as possible prior to the absence. Please understand that notification of less than a week will likely hinder teachers' ability to provide the necessary make-up work, and students may lose credit for the work completed during their absence. Ultimately it is the student's responsibility to secure her/his make-up work from individual teachers, just as it is each teacher's responsibility to provide assignment and assessment information to the student before he/she leaves.
2. Make-up work: While missed work should be completed as early as possible to prevent falling behind, work missed due to any absence will be due no later than the following week the class meets. Parents may also bring in work to the office before the student's next class.
  - a. Missed Test: Pre-announced and scheduled tests which are missed due to an excused absence will be administered on the day the student returns to class. Students may be asked to take a sealed copy of the test home to be administered by the parents.
  - b. Missed Quiz: Pop or unannounced quizzes missed due to an excused absence will be made up at the discretion of the teacher.

Students absent due to school-related activities (field trips, rehearsals, etc.) must contact each teacher prior to the scheduled event to submit assignments due or schedule make-up tests.

3. If a student "skips" class or school, he/she will not receive any credit for required work and will make up the lost time.
4. If a student is unable to participate in a class or classes due to absences of more than 3 days in a semester (6 half days for kindergarten), the student may not receive a participation report for the completion of the semester, particularly second semester.
5. TCA does not recommend that parents remove students from school for long trips, such as extended family vacations, summer camp, mission trips, etc. during the school year. Those absences may negatively impact the student's academic experience at TCA and may be counted as unexcused absences.

## School Etiquette

### General Conduct

TCA CSP places a great deal of emphasis on the character development of each student. Progress is most often recognized by outward actions toward others and towards the policies, procedures, and expectations of TCA. With this in mind, students are expected to demonstrate an attitude of respect for themselves, their peers, and adults, whether teachers, school staff, or visitors. In addition, respect for the property of TCA and others is expected.

### Public Display of Affection

Public displays of affection are not permitted at school or school activities. Students, please remember that many of your peers do not want any physical contact, even from close friends, and these boundaries need to be respected.

### Conduct/Behavior Expectations

TCA CSP behavior expectations and policies are designed to help establish a safe environment, free from material and substantial disruptions for all students, parents, staff, and visitors. TCA expects that students will conduct themselves so as to comply with all school rules, learn and assume responsibility for their behavior, and obey the directives of school authorities. Repeated failure to follow rules or frequent displays of a poor attitude towards TCA transcend simple rules violations and become character issues of a serious nature.

1. Students are expected to show consideration for their teachers and their classmates at all times. Students are expected to cooperate using traditional standards of behavior and conversation. This includes referring to elders as "Ma'am" and "Sir," especially when being corrected in any way. Respectful communication should occur if students have any questions regarding teachers' instructions. There should be no talking back or arguing with teachers or other staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
2. Students may not use personal music players, Internet, CD players, and/or radios to listen to music while at school during normal school hours.
3. Students should eat or drink in designated areas only. Students should not take food or drink into the library or on the playgrounds. Students are not allowed to chew gum on campus at any time.
4. Students are expected to be aware of and avoid any off-limits areas of the buildings or grounds. This is especially true of any construction areas which are usually separated by various types of fencing or barriers.
5. Students may not create, distribute, display or otherwise introduce into the school environment any materials or clothing which are disruptive, or potentially disruptive, to the educational environment as determined by the school administrators, including but not limited to items that:
  - refer to or depict drug, tobacco, or alcohol.
  - are obscene, profane, vulgar, or defamatory in design or message.
  - advocate drug use, violence, or disruptive behavior.
  - threaten the safety or welfare of any person.

## **Classroom Behavior**

Students are expected to:

1. Enter classrooms in an orderly manner.
2. Get to their desks, be seated, and be quiet at the designated class start time.
3. Pick up any trash around their desks and help maintain a neat classroom environment.
4. Refrain from throwing any objects in the classrooms.
5. Leave the teacher's desk, chair, reference books, and white board undisturbed and untouched unless permission is given by the teacher.
6. Keep their feet off desks and other furniture.
7. Adjust blinds, rearrange desks, or open or close windows only with permission from the teacher.
8. Honor the classroom environment and refrain from:
  - passing notes or asking others to pass notes.
  - talking while the teacher or other students are talking.
  - working on other homework assignments during class until the teacher has completed the day's instruction, and until they have finished their current class' assigned work.

## **Telephones and Messages**

Messages and deliveries from parents are to be left in the office in order to respect the educational opportunity of all students. Students will not be called to the telephone except in emergencies. Students are not to use the school's telephones without express prior permission from a TCA staff member.

## **Student Use of Electronic Communication Devices—TCA Policy JICJ-TCA**

The Classical Academy (TCA) administration recognizes that personal electronic communication devices can play a vital communication role. However, unless expressly permitted by a teacher for instructional purposes, the use of electronic communication devices within the classroom is not permitted. For purposes of this policy, an “electronic communication device” is any device which records, replays, transmits, receives or otherwise conveys information electronically between the student and another person or entity. Cell phones and other electronic devices cause significant disruptions to the learning environment. During class time, all student phones and other electronic devices should be turned off and kept in the student’s backpack.

Headphone or ear bud usage will not be permitted during school hours, in classrooms, the lunch room, or in school hallways. Students may use headphones or ear buds only before or after school.

Regarding non-instructional time, school staff members have the authority to restrict students' use of such devices in school buildings, on school buses, at school-sponsored activities, and on field trips if, in the judgment of the staff member, the use of the device interferes with the educational environment.

Use of electronic communication devices with cameras is prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person. Use of cameras to record all or part of any classroom instruction is permissible only with the approval of the teacher.

Violation of this policy and/or use that violates any other district or TCA policy may result in disciplinary action and confiscation of the electronic communication device. A conference between the parent/guardian, student, and school personnel may be required in the event an electronic communication device is confiscated.

The Classical Academy and the district shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

## **Code of Conduct—TCA Policy JICDA-TCA**

The principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school or district buildings, on school or district grounds, in school or district vehicles, or

during a school-sponsored activity and in certain cases when the behavior occurs off of school property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
4. Committing extortion, coercion, or blackmail, i.e. obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
5. Engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
6. Engaging in "hazing" activities, i.e. forced prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
7. Violation of ASD20 Policy JICDE on bullying prevention and education.
8. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
9. Violation of TCA or ASD20 building policies or regulations.
10. Violation of ASD20 Policy JICI on dangerous weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal law.
11. Violation of ASD20 Policy JICH on alcohol use/drug use.
12. Violation of TCA Policy ADC-TCA on tobacco-free schools.
13. Violation of TCA Policy AC-TCA on sexual harassment.
14. Violation of TCA Policy AC-TCA on nondiscrimination.
15. Violation of TCA Policies JICDA-TCA-B, JICA-E-TCA, and JICA-S-TCA on dress code.
16. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
17. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school.
18. Lying or giving false information, either verbally or in writing, to a school employee.
19. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
20. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
21. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
22. Repeated interference with the school's ability to provide educational opportunities to other students or school personnel.
23. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
24. Violation of ASD20 Policy JKD/JKE on violent and aggressive behavior provisions within the suspension and expulsion policy.

## Discipline

### Philosophy/Policy

Taken from the same root word for "disciple," discipline is established and maintained at TCA CSP with the intent to "train" or "build into" the lives of students. For this reason, the discipline procedures are often progressive in nature. TCA CSP staff desire to be fair yet firm, concerned but not sentimental, and caring not just "doing our job."

TCA follows ASD20 Policy JK (Student Discipline). Effective pupil discipline is a major contributor to the creation of a positive and productive learning environment for all students. The prime objectives of the discipline program should be to:

1. Create and maintain within the school an environment that safeguards the rights and privilege of those students who are not subject to disciplinary action.
2. Create within the school an atmosphere of respect for all employees, volunteers, students, and parents.
3. Assist students in the development of the ability to discipline themselves.
4. Assist students in the development of behavior which is socially acceptable and respectful of others.

The vast majority of discipline problems are to be dealt with at the classroom level. In order to maintain consistency, teachers regularly meet together to discuss standards and policy concerning discipline. As in all other areas of education at TCA CSP, caring and forgiveness will be an integral part of the discipline of a student. Any student who consistently possesses and shares with others a negative attitude toward TCA, faculty, or fellow students may be called on to meet in a disciplinary council with parents and administration.

### **Physical Intervention**

In dealing with disruptive students, any person employed by TCA may, within the scope of her/his employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

1. To restrain a student from an act of wrongdoing.
2. To quell a disturbance threatening physical injury to others.
3. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
4. For the purpose of self-defense.
5. For the protection of persons or property.
6. For the preservation of order.

These types of reasonable and appropriate interventions do not constitute child abuse. In addition, state statute allows teachers to touch students if it is to appropriately give emotional support or show affection to a child.

### **Consequences for Breaking Rules/Laws**

If a student violates the school rules or laws of the state or nation, he/she can be subject to discipline. Disciplinary actions encompass a variety of activities such as counseling, detention, suspension, and/or expulsion. The teacher/principal may use these or other actions as deemed appropriate to promote expected discipline standards within the school.

### **Classroom Consequences**

Classroom consequences are given for the following behaviors:

1. Repeated disruptions of school classes or activities.
2. Disrespect shown towards others.
3. Failure to respect school boundaries.
4. Other infractions as needed.

### **Removal from the Classroom**

Student behavior that interferes with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities may result in removal from the classroom. If a teacher decides that removal is necessary, he/she will document the behavior leading up to the removal and send the student to the office. An available administrator will review the circumstances and determine appropriate consequences up to and including expulsion.

## Administration Office Referrals

Generally, only major, serious, or repeat offenses are referred to the administration. All office referrals require the administration to contact the parents. The following are example behaviors that will lead to a disciplinary referral to the administration:

1. **Disrespect/defiance** shown to *any* staff member, volunteer, or school visitor. The school administrator will be the judge of whether or not disrespect has been shown.
2. **Bullying, harassment, or discrimination** of TCA students, staff, or visitors. Harassment includes verbal or physical interactions as well as gestures or any other action intended to intimidate or threaten an individual.
3. **Dishonesty** in any situation while at school.
4. **Rebellion**, i.e. outright disobedience in response to instructions.
5. **Hitting, fighting, or inappropriate physical contact.**
6. **Obscene language or gestures.** Students are expected to use appropriate language at all times.
7. **Possession of a knife, weapon, or facsimile at school.**
8. **Possession, use, or distribution of alcohol or drugs at school.**
9. **Repeated classroom and/or habitual disruption of the educational process.**
10. **Stealing:** It is a serious violation of TCA philosophy and policy to take something that does not belong to you, regardless of value. Any student caught stealing will be subject to discipline by the school administration, including the possibility of expulsion. Included in any discipline will be a matter of restitution. Incidents of stealing will be handled on an individual basis, considering the prior behavior record of the involved student or students.
11. **Vandalism:** A student involved in willfully damaging school property may receive a three-day suspension. A second offense may result in a five-day suspension and consideration for expulsion. The student will also be responsible for paying the costs to repair the damage.
12. **Truancy:** A student who "skips" school (is absent without permission) at any time will be considered truant and will be issued an office referral.
13. **Cheating:** As exemplary citizens, Cottage School Program students are expected to maintain absolute integrity as members of the student body. All provable incidents of cheating will receive a zero for the paper, quiz, test, or assignment as well as an office referral. The following activities will not be tolerated:
  - a. Copying the homework/classroom/online work of another student.
  - b. Permitting a fellow student to copy homework/classroom/online work.
  - c. Copying from another student during a test, quiz, or assessment.
  - d. Looking at or possessing a copy of an assessment not yet taken.
  - e. Use of notes or "cheat sheet" during a test unless permitted by the teacher.
  - f. Plagiarism: Plagiarism is any instance, whether intentional or unintentional, where a student includes non-original material in his/her work without giving credit to the original author. Both intentional and non-intentional plagiarism are considered a form of cheating and are subject to academic and disciplinary consequences.
14. **Inappropriate network use.**
15. **Violation of school dress code.**

## Administrative Consequences

Generally, a student receives discipline from the administration which adheres to the following guidelines during the school year. However, some student actions of a dangerous or severely disruptive nature may result in suspension/consideration for expulsion for a first offense.

- The first time a student is sent to the administration for discipline, the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
- On the second visit parents are contacted as before, and administrator may assign an out-of-school suspension.



- In the event of a third referral, the student may be subject to a longer out-of-school suspension. Should the student require subsequent office visits, further suspensions and/or expulsion may be imposed on the student.
- In the case of three or more visits, students will continue to be eligible for suspension and, if the student is deemed to be a “habitual disrupter,” may be subject to expulsion proceedings. During the visit to the office, the administrator will determine the nature of the discipline. The administrator may require restitution, custodial work, parents’ attendance during the school day with their child, or other measures consistent with TCA’s philosophy which may be appropriate.
- An additional consequence for an office referral applies to athletics and special programs. Receiving a disciplinary action may make the student ineligible to participate in the next activity or activities.
- For student privacy reasons, individuals who are complainants or may be determined victims of misbehavior will typically not know the outcome or administrative conclusion of an investigation.

## **Serious Misconduct and Suspensions**

Suspension from school is a serious step in the discipline procedure of TCA CSP. It is used when other attempts to remediate a problem have been unsuccessful. Suspension may result from repeated violations of school rules or a single serious violation of school rules. The length of suspension is determined by the frequency and/or severity of the offense(s) and is usually from a half day to five days in duration. After three days of suspensions, any subsequent suspension may result in consideration for expulsion. Any suspension requires parent contact with the administration prior to the student being allowed to return to classes.

If a student commits an act with such serious consequences that the administration deems it necessary, the office referral process may be bypassed and suspension or expulsion proceedings imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence, vandalism to the school facilities, violations of civil law, or any act in clear contradiction of TCA’s policies. Furthermore, students may be subject to school discipline for serious misconduct which occurs outside normal school hours and/or outside school grounds.

Some violations are more serious than others and could result in suspension, expulsion, or denial of admission. The list below includes some of the reasons a student may be suspended or expelled:

1. Willful disobedience.
2. Willful destruction of property.
3. Behavior on or off school grounds that is detrimental to the welfare of other students or staff.
4. Being declared “habitually disruptive.”
5. Repeated interference with the school’s ability to provide services to students.
6. Commission of a robbery or of an assault.
7. Possessing, bringing, using, or threatening to use a dangerous weapon (including knives) as defined in statute and policy.
8. Violation of D20’s substance abuse policy.
9. Other serious or repetitive violations of school rules as determined by the principals.
10. Violation of the D20 policy on immunizations.

Students may be suspended for no more than five school days by the principal or designee on the grounds outlined above, except in the case of a serious violation in a school building on school grounds or at school activities—in which case the suspension can be up to 10 school days. The school president can extend the suspension of students who are being recommended for expulsion so that the student can appeal the recommendation to a hearing officer, and, if necessary, to the Board. In an appeal hearing evidence and argument may be presented on the student’s behalf by the parents and/or the student.

Habitually disruptive students are a subsection of the above. A “habitually disruptive” student is defined as one who has been suspended on three or more occasions for disruptive behavior. The policy, which is based on state statute, requires that the student and his/her parents develop a “remedial behavior plan” after the second suspension. Often such a plan is created after the first suspension. When a student on a remedial behavior plan is suspended for the third time, the policy requires expulsion. Special education students with an Individualized Education Plan may only be expelled if their disruptive behavior is not related to their disability.

## **Expulsion**

TCA will follow the ASD20 Policy/Procedure [JKD-R/JKE-R](#) for expulsions.

# Student Health and Wellness

Click [here](#) to be taken directly to the TCA Health/School Nurses information referenced below.

## **Health**

The health office is available to CSP students if they are ill, injured, or have a health concern. Students must obtain permission from a teacher to come to the office except in the case of an emergency. Students will be permitted to use the office phone to call home if necessary.

## **Medications**

Parents are expected to bring medications to school and leave them with health room personnel who will be administering the medications. For safety reasons, no medications will be sent home with students in elementary school. All medications kept at school, prescription and non-prescription, require the completion of a [Permission to Administer Medication Form](#) (select Health Care Plans for access to form). This form must be signed by a parent and a physician with prescriptive authority for any prescriptive medicine. (Note that only a parent’s signature is required for over-the-counter medications. Both parent and physician signatures are required for prescription medications.) One form per medication is required. In addition, the medication must come in the original container with the student’s name on it or the labeled prescription bottle. The form must include:

- Student’s name
- Name of medication
- Amount of medication to be administered
- Time medication is to be administered
- Date medication is to be stopped
- Permission for the school to administer the medication
- For medications administered on an “as needed basis,” the note must indicate the amount to be administered, the frequency, and the reason for giving the student the drug.

We feel that in fairness to those responsible for giving the medications, and for the safety of your child, these policies must be followed strictly. This is not meant to inconvenience you, but to ensure the health and well-being of all students. NO MEDICATION will be given if it comes in a baggie, plain bottle, envelope, etc. Medications will not be given unless accompanied by a completed Permission to Administer Medication Form.

## **Over the Counter Medications (OTC’s)**

OTC’s such as Tylenol, cough drops, and cold medications must be brought to school in the bottle or box in which they were purchased. The student’s name must be written on the container. Physicians’ signatures are no longer required for OTC’s (at the campus nurse’s discretion), but a parent signature is still needed. All OTC containers will be kept in the East Campus Health Room.

## Non-FDA Approved Substances

For all medications administered to students, nurses are accountable for knowing therapeutic effects, safe dosage, contraindications, and potential side effects. For this reason, nurses (or any TCA staff) will not administer non-FDA approved substances at school, including herbs, supplements, essential oils, etc.

## Mobility Aids

All students who return to school with a cast or crutches must have a doctor's note which includes the following:

- Date of visit, diagnosis, doctor/provider's signature, and stamp
- Any restrictions (P.E., sports, recess, weight-bearing, stairs, etc.)
- Date(s) of restrictions
- For crutches, doctor/provider must indicate that crutches are to be used at school and that the student has been instructed in proper use of crutches.

## Wellness

### Free and Reduced Lunch Program

Through the Free and Reduced Lunch program, families may receive free or reduced prices on school lunches and certain school fees may be reduced or waived. Information regarding the program and applications is available [here](#). All TCA families are eligible to apply through the Academy District 20 program. For additional assistance in the payment of fees, contact the school principal.

### School Wellness Policy

Academy School District 20 [Policy ADF](#) confirms the district's commitment to promoting children's health, well-being, and ability to learn by supporting healthy eating and physical activity. If a child's physical activity should be limited due to injury or illness, a parent or doctor note must accompany the student to school.

## Immunizations

Please contact your School Nurse or Health Office if you have questions regarding immunizations.

### Colorado Department of Public Health and Environment Vaccine Requirements

#### Required and Recommended Vaccines

- Colorado law requires students who attend a public, private, or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent, unless a certificate of exemption is filed. For more information, click [here](#). Your student must be vaccinated against:
  - Diphtheria, tetanus and pertussis (DTaP, DTP, Tdap)
  - Hepatitis B (HepB)
  - Measles, mumps and rubella (MMR)
  - Polio (IPV)
  - Varicella (chickenpox)
- Colorado follows recommendations set by the Advisory Committee on Immunization Practices. Students entering kindergarten must receive their final doses of DTaP, IPV, MMR and varicella. Students entering 6<sup>th</sup> grade must receive one dose of Tdap vaccine, even if they are under 11 years of age. You can view recommended vaccine schedules [here](#).
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease, and human papillomavirus but are not required.

#### Exclusion from School

- Immunization records or exemption forms must be submitted to TCA prior to the start of the school year or your student may be excluded from school if your school does not have an up-to-date vaccine record, certificate of exemption, or in-process plan for your student on file.

- If someone gets sick with a vaccine-preventable disease or there is an outbreak at your student's school and your student has not received the vaccine for that disease, they may be excluded from school activities. That could mean lost learning time for them and lost work and wages for you. For example, if your student has not received an MMR vaccine, they may be excluded from school for 21 days after someone gets sick with measles.

### Have questions?

- You may want to talk to a healthcare provider licensed to give vaccines or your local public health agency about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at [SpreadtheVaxFacts](#), [ImmunizeforGood](#), and [Immunization Education](#).

### Paying for Vaccinations

- If you need help finding free or low-cost vaccines and providers who give them, click [here](#), contact your local public health agency, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your local public health agency by clicking [here](#).

### Vaccination Records

- Please take your student's updated vaccine record to school every time they receive a vaccine.
- Need to find your student's vaccine record? It may be available from the Colorado Immunization Information System. Visit [here](#) for more information.

### Exemptions

- If your student cannot get vaccines because of medical reasons, you must submit a *Certificate of Medical Exemption* to your school, signed by a health care provider licensed to give vaccines. You only need to submit this certificate once unless your student's information or school changes. You can get the form [here](#).
- If you choose not to have your student vaccinated according to the current recommended schedule because of personal belief or religious reasons, you must submit a *Certificate of Nonmedical Exemption* to your school.
- Nonmedical exemptions must be submitted annually at the start of every new school year (July 1<sup>st</sup> through June 30<sup>th</sup> of the following year). There are two ways to file a nonmedical exemption.
  - File the *Certificate of Nonmedical Exemption* WITH a signature from an immunizing provider, OR
  - File the *Certificate of Nonmedical Exemption* received upon the completion of our online education module. *Downloadable certificates and our online education module are available [here](#).*

### Child Abuse

NOTICE TO ALL PARENTS/GUARDIANS OF TCA/CSP STUDENTS: TCA is obligated by federal, state, and local laws to inform all parents/guardians of the following statutes concerning alleged child abuse and/or neglect:

1. By law, the El Paso County Department of Human Services (DHS) has the prerogative to make an unscheduled visit to TCA and require that a student who is the subject of a child abuse/neglect report be interviewed during school hours without any obligation to notify the parents/guardians of the student or seek permission from the parents/guardians to conduct the interview.
2. Legally, TCA also needs to inform parents that any TCA employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect is legally REQUIRED to report or cause a report to be made of such fact to the DHS immediately. Therefore, if a discussion between a TCA employee and a parent/guardian concerning a student leads the employee to a conclusion that there is reasonable cause to suspect that the student has been subjected to abuse or neglect, the employee is REQUIRED BY LAW to report the parent or guardian to the DHS immediately.

## **Pets on Campus**

For safety and health reasons, animals, including leashed pets, may not be brought to the school grounds unless they are a registered service animal.

## **Service Animals**

In accordance with law, individuals with disabilities, including students, employees, and visitors, may be accompanied by service animals in The Classical Academy (TCA) facilities and vehicles, on TCA's grounds, and at TCA functions. A student with a disability or employee with a disability may submit a request to be accompanied by a service animal to school or work. However, there is no automatic right to be accompanied by a service animal in any TCA facility or vehicle, on TCA grounds, or at TCA functions. For further information, consult ASD20 [Policies EJ and EJ-R](#) on the ASD20 website.

## **Hazardous Materials**

TCA follows ASD20 policy concerning asbestos and handling other hazardous materials. To comply with state and federal rules, TCA has an Asbestos Management Plan. If you wish to review the plan, please contact the TCA Operations at 484-6246.

# Respect of Property

## **Bicycles and Other Wheeled Items**

Bicycles may be ridden to school by students attending third grade or higher. They must be parked in the racks provided and are not to be in the parking lot at any time during school hours. Once bikes are in the racks, they are not to be removed until the student is ready to go home. Each student is responsible for locking his/her bike.

For safety and liability reasons, skateboards, scooters, shoes with wheels, and in-line/roller skates are not allowed on TCA campuses at any time, including when school is not in session.

## **Student Valuables**

Students should not bring large amounts of money, radios, mp3s, cameras, CDs, electronic games, etc. to school. At all times students are to keep track of glasses, watches, retainers, and other valuables. Students, not the school, are responsible for their personal property. If it is necessary to bring a valuable item to school, please bring it to the office for safekeeping.

## **Lost and Found**

All coats, sweaters, lunchboxes, etc. should be labeled with a last name and phone number in case they are lost. The Lost and Found will be located in a designated area on each campus. Items left in the Lost and Found will be given to a service organization on the last afternoon before all breaks or as space requires.

## **Telephones and Messages**

Messages and deliveries from parents are to be left in the office in order to respect the educational opportunity of all students. Students will not be called to the telephone except in emergencies. Students are not to use the school's telephones without expressed prior permission from a TCA staff member. Cell phones and other electronic devices cause significant disruptions to the learning environment. Therefore, all student cell phones and other devices must be turned off during the school day. Cell phones or other devices that ring, or otherwise signal during the school day, are subject to confiscation. Parents must come to the office to pick up a confiscated item.

# Technology and Internet Use- ASD20

## Internet Use

Students may use the Internet only with expressed permission from parents. Parents must complete the appropriate permission form found online in the Infinite Campus Extended Parent Portal.

## Academy School District 20 - Appropriate Use of Technology Resources for Students

*The purpose of this document is to inform parents, guardians, and students of the rules governing the use of district and personal technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access. Please read the following carefully before signing your registration packet.*

### Introduction

Academy School District 20 (ASD20) is pleased to offer students access to district computers, communications systems, the Internet, student assessments, and an array of technology resources to promote educational excellence. Electronic information research skills are now fundamental to preparation of citizens and future employees. Electronic collaboration tools such as blogs and wikis are also part of the digital landscape in which we teach and learn. The educational value of technology integration in curriculum is substantial. Access to the Internet will enable students to use extensive online libraries and databases. Student assessments may be conducted using on-line resources and technologies such as the Internet. Blogs, wikis, and podcasts allow students to collaborate and share information electronically in ways that reflect the ways that people work together in the real world, and which promote digital citizenship and responsible use of technology. Privacy and security along with confidentiality of assessment responses are expected. While using district technology resources each student must act in an appropriate manner consistent with school and district policy as well as state and federal law. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

### Using the Internet and Communications Systems

District technology resources are provided to students to conduct research, complete assignments, and communicate and collaborate with others in support of their education. Access is a privilege, not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with district policies and honor this agreement to be permitted the use of technology. Unacceptable use of technology resources belonging to the school district, or accessed through school district equipment or networks, may result in one or more of the following consequences: suspension or cancellation of technology access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or civil or criminal liability under other applicable laws.

All digital storage is district property, and as such, network administrators may review files and communications. Students should not expect that network communications or files stored on district servers will be private.

Some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented, or potentially offensive to some people. ASD20 does not condone or permit the use of this material and uses content filtering software to control access to the extent practical, and to comply with the Children's Internet Protection Act (CIPA). Content filtering tools are not completely fail-safe and while at school, direct

supervision by school personnel of each student using a computer is desired but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. Ultimately, parents and/or guardians are responsible for setting and conveying the standards that their children should follow when using technology. If a student accidentally accesses inappropriate material, he/she should end access at once and notify the supervising adult.

In addition, some teachers use e-mail to communicate with their students. ASD20 does not provide student e-mail and blocks all web-based e-mail with the exception of those that can be filtered. While ASD20 does see the value of e-mail for educational use, we neither endorse nor encourage its use for any other purpose.

### **Proper and Acceptable Use of All Technology Resources**

All district technology resources, including but not limited to district computers, communications systems, and the Internet, must be used in a manner consistent with the educational mission and objectives of ASD20.

*Activities that are permitted and encouraged include:*

- School work;
- District committee work;
- Original creation and presentation of academic work;
- Research on topics being studied in school;
- Research for opportunities outside of school related to community service, employment, or further education;
- Publishing of student work online;
- Engaging in distance learning experiences;
- Completing online testing required for some courses (AP, language tests);
- Engaging in online collaborative projects using blogs, wikis, or other collaborative tools;
- Engaging in electronic discussions with experts outside the classroom;
- Sharing or exchanging school-related files with students in or outside the classroom;
- Completing online/Internet based college or financial aid applications using district technology resources;
- Downloading educational videos, podcasts, simulations, or content, copyright restrictions permitting.

*Activities that are not permitted when using district or personal technologies include but are not limited to:*

- The use of encryption technology to encrypt files on the district file servers;
- The use or attempted use of Internet proxy servers for any purpose;
- Possessing key logging or other monitoring devices, software, or malicious code;
- Network monitoring or packet capturing;
- Voice over IP (SKYPE, etc.);
- Logging in or attempting to log in as another user, with or without that user's consent or knowledge;
- Using a computer that is already logged in with someone else's credentials;
- Computer vandalism, either physical or virtual;
- Storing music collections on district file servers;
- Loading any software on district computers;
- Attaching a wireless access point to the network or configuring a laptop computer to act as the same;
- Configuring any district computer to join an Internet bit torrent or other like system;
- Enabling remote access to any district computer system;
- Attempting to defeat district filtering software in any way;
- Executing programs from removable media without prior approval by an authorized adult;
- Violating copyright through illegally downloading or using copyright protected material without permission.

Students are expected to report harassment, threats, hate-speech, and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

**User Security**

Student must not share their logins, passwords, or access with others. Student shall not login as other students or staff members, with or without their consent or knowledge.

**Vandalism**

Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules, disciplinary procedures, and possible criminal prosecution. Any intentional act that requires repair or replacement on district technologies or data is also considered vandalism.

**Reliability and Limitation of Liability**

ASD20 makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. ASD20 will not be responsible for any damages suffered by the student, including those arising from non-deliveries, mis-deliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. ASD20 specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold ASD20 harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

**Parent Responsibility - Notification of Student Internet Use**

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or another remote location.

*This document shall be applied in conjunction with ASD20 administrative policies.*